



## Welcome to the Buyer Overview of the Local Buying Program Website Upgrade.

*This document will provide you with an overview of what's new in your workspace and we trust that you will find that the upgrades will save you time and increase efficiency.*

*We have endeavoured to make all new functions self-explanatory, but if you have any questions please contact the C-Res team via our new live chat option, [info@c-res.com.au](mailto:info@c-res.com.au) or 1800 536 663.*

### What's New - Work Instructions

- **Dual Work Instruction Ownership**

Two BHP Buyers (Work Instruction Owners) can be allocated to a Work Instruction to cover rosters, job shares and annual leave when the Work Instruction is created. Both Owners can view and action the Work Instruction in their workspaces and ownership can be updated at any stage of the Work Instruction life cycle.

- **Multiple Categories for Request for Quote**

Up to three Supply categories can be selected for Request for Quote Work Instructions for more comprehensive testing of the market.

- **Indigenous Engagement**

Request for quote Work Instructions can now be only to Indigenous suppliers where an engagement opportunity is targeted specifically toward indigenous engagement.



## What's New - Variations

**Suppliers are able to request a variation of the approved Work Instruction in their workspace.** This request then goes directly to you for approval or to return to the supplier as update required or not proceeding.

## What's New – Email Notifications

**Automated email notifications have been streamlined by introducing a Daily Summary email.** This email summarises notifications and actions required relating to your Local Buying Program workspace. Direct notifications will still be issued for time critical items to facilitate the quick turnarounds which are often required.

## Important Reminder:

**If experience any difficulties please contact us immediately so that the issue can be investigated.** We appreciate your patience and understanding in this regard.

For assistance please contact C-Res: via live chat, [info@c-res.com.au](mailto:info@c-res.com.au) 1800 536 663.